



**Arizona Department of Transportation
Organization and Employee Development**

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ADOT Mandatory Lead Core Classes

(All employees must complete the following courses within 1 year of assuming the duties of Lead.)

Class Code	Class	Frequency	Location
WED1010	Substance Abuse Awareness	Once	AzGU
WED1005	Preventing Violence in the Workplace	Once	AzGU
MDT1041	EEO/AA/ADA for Managers/Supervisors/Leads	Once	HRDC
MDT1042	EEO/AA/ADA Refresher for Managers/Supervisors/Leads (Pre-requisite MDT 1041)	Every 3 years	HRDC

ADOT Mandatory Supervisor Core Classes

(All employees must complete the following courses within 1 year of assuming the duties of Supervisors.)

Class Code	Class	Frequency	Location
MDT1070	Operational Management	Once	HRDC
MDT1065	Procurement Fundamentals	Once	HRDC
MDT1041	EEO/AA/ADA for Managers/Supervisors/Leads	Once	HRDC
MDT1042	EEO/AA/ADA Refresher for Managers/Supervisors/Leads (Pre-requisite MDT 1041)	Every 3 years	HRDC
WED1010	Substance Abuse Awareness	Once	AzGU
WED1005	Preventing Violence in the Workplace	Once	AzGU
HRD1050	Selection Interviewing	Once	AzGU
LDR1000	Elements of Supervision (This course should be taken first before any of the following.)	Once	AzGU
LDR1003	Building Trust	Once	AzGU
LDR1004	Recognizing and Motivating Others	Once	AzGU
LDR1002	Treating Others Respectfully	Once	AzGU
LDR1008	Leading by Example	Once	AzGU
LDR1007	Counseling & Disciplining Others	Once	AzGU
COM2000	Listening and Communicating	Once	AzGU
LDR1001	Coaching Employees	Once	AzGU
LDR1006	Managing Employee Performance	Once	AzGU
LRD1005	Empowering Employees and Delegating Responsibilities	Once	AzGU
COM3000	Communicating Through Writing	Once	AzGU
PRD1020	Managing Time	Once	AzGU
COM2011	Providing Quality Customer Service	Once	AzGU
LDR109	Practicum	Once	AzGU

ADOT Mandatory Manager Core Classes

(All employees must complete the following courses within 1 year of assuming the duties of Managers.)

Class Code	Class	Frequency	Location
MDT1070	Operational Management	Once	HRDC
MDT1065	Procurement Fundamentals	Once	HRDC
MDT1041	EEO/AA/ADA for Managers/Supervisors/Leads	Once	HRDC
MDT1042	EEO/AA/ADA Refresher for Managers/Supervisors/Leads (Pre-requisite MDT 1041)	Every 3 years	HRDC
WED1010	Substance Abuse Awareness	Once	AzGU
WED1005	Preventing Violence in the Workplace	Once	AzGU
HRD1050	Selection Interviewing	Once	AzGU
LDR1000	Elements of Supervision (This course should be taken first before any of the following.)	Once	AzGU
LDR1003	Building Trust	Once	AzGU
LDR1004	Recognizing and Motivating Others	Once	AzGU
LDR1002	Treating Others Respectfully	Once	AzGU
LDR1008	Leading by Example	Once	AzGU
LDR1007	Counseling & Disciplining Others	Once	AzGU
COM2000	Listening and Communicating	Once	AzGU
LDR1001	Coaching Employees	Once	AzGU
LDR1006	Managing Employee Performance	Once	AzGU
LRD1005	Empowering Employees and Delegating Responsibilities	Once	AzGU
COM3000	Communicating Through Writing	Once	AzGU
PRD1020	Managing Time	Once	AzGU
COM2011	Providing Quality Customer Service	Once	AzGU
LDR109	Practicum	Once	AzGU
MDT1000	The Art of Leadership	Once	HRDC
MDT1080	Performance Measures	Once	HRDC
MDT1030	Managing Your Business Risks (Internal Controls)	Once	HRDC
MDT1015 MDT1025	Strategic Planning Budgeting Process (These two classes must be taken on the same day.)	Once	HRDC
PLN1010	Project Management	Once	AzGU